

Human Resources Specialist (LER)

DEPARTMENT OF HOMELAND SECURITY

Customs and Border Protection

Open & closing dates

[? Help](#)

🕒 2019-12-19 to 2019-12-26

Service

Competitive

Pay scale & grade

GS 9 - 11

Salary

\$51440.00 to \$80912.00 / per year

Appointment type

Permanent

Work schedule

Full-Time

Locations

[? Help](#)

1 vacancies in the following location:

📍 Long Beach, California

vacancies

📍 San Diego, California

vacancies

📍 Edinburg, Texas

vacancies

📍 Laredo, Texas

vacancies

Relocation expenses reimbursed

No

Telework eligible

Yes as determined by agency policy

[? Help](#)**This job is open to****[Internal to an agency](#)**

Current federal employees of this agency.

Clarification from the agency

Current U.S. Customs and Border Protection employees who are currently working in a permanent competitive service position within the local commuting area.

Apply

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Duties**Announcement number**

HRM-IMP-10670126-SMW

Control number

554787500

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Organizational Location: This position is with the Department of Homeland Security, within U.S. Customs and Border Protection, Enterprise Services, Office of Human Resources Management, Human Resources Policy & Programs Directorate, Labor & Employee Relations Field Services Division location negotiable after selection for the following locations: Edinburg, TX, Laredo, TX, Long Beach, CA, and San Diego, CA.

[Learn more about this agency](#)**Responsibilities**

Joining the Customs and Border Protection, Office of Human Resources Management will serve as a subject matter expert responsible for a variety of assignments involving advice, consultation, and guidance on various issues relating to the management of employees, discipline and bargaining, and other labor and employee relations issues for CBP. This position starts at a salary of \$51,440.00 (GS-09, Step 1) to \$80,912.00 (GS-11, Step 10) with promotion potential to \$115,313 (GS-13 Step 10).

In this Human Resources Specialist position you will become a key team member of Homeland Security professionals involved in providing a full range of labor and employee relation matters that include a wide range of concepts, laws, and policies. Typical work assignments include:

Serving as a Human Resources Specialist (Labor and Employee Relations) with knowledge of human resources labor and employee relations principles and policies to ensure compliance with regulations, guidelines, procedures, directives, and instructions;

Working independently (or as a member of a team) in the delivery of labor and employee relations services;

Working in a developmental capacity performing work assignments and completing training, which are aimed to prepare the incumbent to gain the knowledge and skills necessary to perform the progressively more responsible duties assigned.

Travel Required

Not required

Supervisory status

No

Promotion Potential

13

Job family (Series)

0201 Human Resources Management

Requirements



[Help](#)

Conditions of Employment

You must be a U.S. Citizen to apply for this position

Males born after 12/31/1959 must be registered with Selective Service

Primary U.S. residency for at least three of the last five years (additional details below)

You may be required to pass a background investigation

CBP follows the DHS Drug-Free Workplace Plan for drug testing procedures

This vacancy has a local commuting area requirement, as defined below:

The area surrounding the duty station by which people reasonably travel back and forth from home to work; Or

The employee's permanent duty station is located within the reasonable travel area surrounding the duty station of this vacancy; Or if applicable

For employees who are detailed or temporarily promoted for more than 1 year to another duty location, the detailed or temporary duty location is considered to be the duty location of record for commuting area purposes. For employees detailed or temporarily promoted for less than one year, the permanent duty location is considered the duty location of record for commuting area purposes.

Qualifications

Experience: You qualify for the GS-09 grade level if you possess 1 year of specialized experience equivalent to at least the next lower grade level, performing duties such as:

Applying a wide range of labor and employee relations concepts, laws, policies, practices;

Applying fact-finding techniques to gather evidence related to applicable labor/employee relations laws and procedures;

Identifying, evaluating, and recommending to management appropriate human resources interventions to resolve interrelated human resources problems and issues.

Education Substitution: A Master's degree, two full years of graduate education, a J.D. or an LL.B. degree from an accredited college or university may substitute for experience required at this level. This education must demonstrate the skills necessary to do the work. Check with your school to determine how many credit hours comprise two years of graduate education. If that

information is not available, use 36 semester or 54 quarter hours.

Experience: You qualify for the GS-11 grade level if you possess 1 year of specialized experience equivalent to at least the next lower grade level, performing duties such as:

Reviewing unit and employee discipline and support documents, unfair labor practices, arbitration, and negotiability;

Developing and delivering briefings, project papers, status/staff reports, and correspondence to managers to foster understanding and acceptance of findings and recommendations;

Processing comprehensive human resources management advisory and technical services on substantive organizational functions and work practices.

Education Substitution: A Ph.D. or an equivalent doctoral degree, three full years of progressively higher-level graduate education leading to such a degree or an LL.M. degree may substitute for experience required at this level. This education must demonstrate the skills necessary to do the work. Check with your school to determine how many credit hours comprise three years of graduate study. If that information is not available, use 54 semester or 81 quarter hours.

Combining Experience and Education: To combine your education and experience, convert each to a percentage and then add the percentages. If your education is currently described in quarter hours, multiply by the fraction $\frac{2}{3}$ to convert into semester hours then divide the semester hours by 18. To determine your percentage of qualifying experience, divide your total months of experience by the required number of months of experience. Add your percentages together. The total must equal at least 100% in order to qualify.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

You must:

Meet all qualification requirements, including education if applicable to this position, subject to verification at any stage of the application process; and

Meet all applicable Time in Grade requirements (current federal employees must have served 52 weeks at the next lower grade or equivalent grade band in the federal service) by 12/26/2019.

The Office of Personnel Management (OPM) must authorize employment offers made to current or former political appointees. If you are currently, or have been within the last 5 years, a political Schedule A, Schedule C, Non-career SES or Presidential Appointee employee in the Executive Branch, you must disclose this information to the Human Resources Office.

Background Investigation: U.S. Customs and Border Protection (CBP) is a federal law enforcement agency that requires all applicants to undergo a thorough background investigation prior to employment in order to promote the agency's core values of vigilance, service to country, and integrity. During the screening and/or background investigation process, you will be asked questions regarding any felony criminal convictions or current felony charges, the use of illegal drugs (e.g., marijuana, cocaine, heroin, LSD, methamphetamines, ecstasy), and the use of non-prescribed controlled substances including any experimentation, possession, sale, receipt, manufacture, cultivation, production, transfer, shipping, trafficking, or distribution of controlled substances. For more information visit [this link](#).

Probationary Period: All employees new to the federal government must serve a one year probationary period during the first year of his/her initial permanent federal appointment to determine fitness for continued employment. Current and former federal employees may be required to serve or complete a probationary period.

Agency Career Transition Assistance Program (CTAP) Eligibles: If you have never worked for the Federal Government, you are not CTAP eligible. Information about CTAP eligibility can be found [here](#). You must submit the supporting documents listed in the "Required Documents" section of this announcement. In addition, to be considered well qualified under CTAP, you must possess the knowledge, skills and abilities and/or competencies clearly exceeding the minimum requirements of the position. This will be measured by a score of 85 or higher.

Education

Please see the Qualifications and Required Documents sections for more information if education is applicable to this position.

Additional information

Bargaining Unit: This position is not covered under the bargaining unit.

Positions with known promotion potential do not guarantee promotion, nor is the promise of promotion implied.

Telework may be available on a regular recurring or situational basis.

CBP uses E-Verify, an internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about [E-Verify](#) including your rights and responsibilities.

Every individual receives a fair opportunity throughout the federal recruitment and hiring process. Learn more [here](#).

Follow U.S. Customs and Border Protection on Twitter [@CustomsBorder](#)

The Department of Homeland Security encourages persons with disabilities to apply, to include persons with intellectual, severe physical or psychiatric disabilities, as defined by 5 CFR § 213.3102(u), and/or Disabled Veterans with a compensable service-connected disability of 30 percent or more as defined by 5 CFR § 315.707. [Veterans](#), [Peace Corps/VISTA volunteers](#), and [persons with disabilities](#) possess a wealth of unique talents, experiences, and competencies that can be invaluable to the DHS mission. If you are a member of one of these groups, you may not have to compete with the public for federal jobs. To determine your eligibility for non-competitive appointment and to understand the required documentation, click on the links above or contact the Servicing Human Resources Office listed at the bottom of this announcement.

How You Will Be Evaluated

Applicants will only be considered for the Eligibilities for which they claim in the job questionnaire AND must provide the supporting documentation. Applicants will not be considered for Eligibilities for which they did not claim, regardless of the documentation submitted with the application. <https://apply.usastaffing.gov/ViewQuestionnaire/10670126>

We will review your resume and supporting documentation to ensure you meet the basic qualification requirements. If you meet the minimum qualifications, your experience, education and training will be rated using an online self-assessment questionnaire based on the

competencies and/or knowledge, skills, and abilities listed below. You will receive a score ranging from 70-100 based on your responses. Your entire application package will then be reviewed. The final determination will be based on all the information provided in your application package.

If you are best qualified, you may be referred to the hiring manager for consideration and may be called for an interview. To preview the job questionnaire, see

<https://apply.usastaffing.gov/ViewQuestionnaire/10670126>

Knowledge, Skills, Abilities and Other Characteristics (KSAOs):Candidates who meet the minimum qualification requirements are required to possess certain Knowledge, Skills, Abilities, or Other Characteristics (KSAOs) to successfully perform the functions of this position. Candidates will be asked to demonstrate their attainment of these KSAOs in their resume. The KSAOs are:

Ability to give clear, correct information related to immediate problems.

Knowledge of negotiating techniques and methods of presentation, specific phases of the labor relations process and standardized fact finding and analytical techniques sufficient to prepare inputs for inclusion in labor agreements on complicated labor-management proposals.

Skill in identifying performance management problems and issues as characterized by their breadth, importance, and severity and ability to express recommendations in oral and written form.

Background checks and security clearance

Security clearance

[Not Applicable](#)

Drug test required

No

Required Documents



[Help](#)

Your resume: A resume describing your job-related qualifications is required and will be used for the purpose of reviewing your qualifications and determining what training, if any, would

be required when placed. A resume in English is required. It must contain your full legal name, address, phone number, complete work history including a detailed description of your duties, the dates you performed those duties (MM/DD/YY), your hours worked per week, job title, as well as series, grade, and salary (if applicable). NOTE: Resumes stored on USAJOBS will not automatically carry over to this announcement. You must upload your resume and any other applicable supporting documentation.

Your responses to the job questionnaire:

<https://apply.usastaffing.gov/ViewQuestionnaire/10670126>

Are you a current or former federal employee? ALL CURRENT AND FORMER FEDERAL EMPLOYEES MUST SUBMIT THE MOST RECENT COPY OF THEIR SF-50 (Notification of Personnel Action) showing competitive status: Tenure 1 or 2 in Block 24 and Position Occupied 1 in Block 34. Additionally, applicants should also submit a SF-50 reflecting the highest grade held on a permanent basis in the competitive service or the full performance level of your current position, whichever is higher, AND a SF-50 to support having met the time-in-grade requirement of having served 52 weeks at the grade level (or equivalent) below the grade level(s) for this position. Current CBP Employees are encouraged, but not required, to submit an SF-50(s) for CBP experience; however, additional SF-50(s) are required when using federal experience outside of CBP to receive credit towards the requirements above.

Are you qualifying based on education? Submit a copy of your college transcript (unofficial is acceptable at this time; however, official copies will be required prior to entrance on duty) or a list of coursework with hours completed provided from the institution. Education must be from an institution accredited by an agency recognized by the U.S. Department of Education. Education obtained from a foreign university or college is not creditable unless it has been evaluated by an organization that specializes in interpretation of education credentials. For a listing of accrediting agencies see www.naces.org

Are you claiming special priority selection rights under the Agency Career Transition Assistance Program (CTAP)? You must submit a separation notice; your most recent SF-50 (noting your current position, grade level and duty location); a current (or last) performance rating of record of at least fully successful or equivalent; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; or a Military Department of National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

Veterans' preference points are not applicable to Merit Promotion announcements

Are you a current or former political Schedule A, Schedule C, Non-career SES or Presidential Appointee employee? Submit a copy of your applicable SF-50, along with a statement that provides the following information regarding your most recent political appointment:

Position title

Type of appointment (Schedule A, Schedule C, Non-career SES, or Presidential Appointee)

Agency

Beginning and ending dates of appointment

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education.](#)

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

Benefits



[Help](#)

[Review our benefits](#)

How to Apply



[Help](#)

Please upload your resume under "Resume" and any other applicable supporting documents mentioned above under the appropriate Document Type. If your Document Type is not listed, upload as "Other."

You may be asked to provide a copy of your recent performance appraisal and/or incentive awards. Consideration will be given to performance appraisals and incentive awards as an indication of quality prior experience, no points will be assigned.

DHS offers competitive salaries and an attractive benefits package, including: health, dental, vision, life, and long-term care insurance; retirement plan; Thrift Savings Plan [similar to a 401(k)]; Flexible Spending Account; Employee Assistance Program; personal leave days; and paid federal holidays. Other benefits may include: flexible work schedules; telework; tuition reimbursement; transportation subsidies; uniform allowance; health and wellness programs; and fitness centers. DHS is committed to employee development and offers a variety of employee training and developmental opportunities. For more information visit [this link](#). [Disabled veteran leave](#) will be available to any Federal employee hired on or after November 5, 2016, who is a veteran with a service-connected disability rating of 30 percent or more.

Applying to this announcement certifies that you give permission for DHS to share your application with others in DHS for similar positions.

View [common definitions](#) of terms in this announcement.

To begin your online application, click "**Apply Online**" to create a USAJOBS account and follow the prompts or log in to your existing account. Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" section below for additional information. All application materials, including transcripts, must be in English.

If you are unable to apply online or need to submit a document you do not have in electronic form, visit [this link](#) for more information regarding an Alternate Application process.

Applications and supporting documentation will not be accepted by mail or email. The address below is for inquiries only. You may apply more than once, but the most recent application is the only one that will be used. **You must submit your resume, your online questionnaire, and any supporting documents by 11:59 PM Eastern Time on 12/26/2019.**

It is your responsibility to verify that any information entered or uploaded is received and is accurate. Human Resources will not modify or change any part of your application. Determining your eligibility and qualifications is dependent on the supporting documentation and information provided, which may impact your referral for further consideration. If a document is not legible, you will not be able to view it in your application and you must again upload it by the closing date.

Agency contact information



Phone

[952-857-2932](tel:952-857-2932)

Email

CBPhiring-applicantinquiry@cbp.dhs.gov

Address

Office of Human Resources Management

Please read entire announcement

Please apply online

Washington , DC

20229

US

[Learn more about this agency](#)

Next steps

GS Salary: Visit [this link](#) to view the locality pay tables by geographic area. If you do not see your geographic area listed, select the "Rest of United States" pay table.

The open period for this job opportunity announcement may be extended to allow for a sufficient applicant pool.

Once the job opportunity announcement has closed, we will assess your experience and training, identify the best qualified applicants, and refer those applications to the hiring manager for further consideration and interviews. You will be notified by email after each of these steps has been completed. Stay informed of changes to your application status by signing up for automatic email alerts with your [USAJOBS account](#). If you are referred, you will receive a final notification of the disposition of the announcement. We expect to make a tentative job offer within 60 days after the close of the announcement. If you are selected, we may conduct a suitability/security background investigation.

Additional selections may be made beyond the total number of vacancies specified using this vacancy announcement. Further selections may also be made for additional organizational divisions and/or units within the duty location(s) listed above.

If you receive a conditional offer of employment for this position, you will be required to complete an [Optional Form 306](#) (Declaration for Federal Employment), and to sign and certify the accuracy of all information in your application, prior to entry on duty. False statements on any part of the application may result in withdrawal of offer of employment, dismissal after beginning work, fine, or imprisonment.

Any offers of employment made pursuant to this announcement will be consistent with all applicable authorities, including Presidential Memoranda, Executive Orders, interpretive U.S. Office of Management and Budget (OMB) and U.S. Office of Personnel Management (OPM) guidance, and Office of Management and Budget plans and policies concerning hiring. These authorities are subject to change.

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) office at OPM](#)
- [Office of Equal Opportunity](#)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a Case-by-Case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- When an applicant with a disability needs an accommodation to have an equal opportunity to compete For a job;
- When an employee with a disability needs an accommodation to perform the essential functions of the job or To gain access to the workplace; And
- When an employee with a disability needs an accommodation to enjoy equal access to benefits and privileges of employment (e.g., details, trainings, office-sponsored events).
- [Disability Employment - Reasonable Accommodations](#)
- [How to contact an agency](#)

Legal and regulatory guidance

[Financial suitability](#)

[Social security number request](#)

[Privacy Act](#)

[Signature & False statements](#)

[Selective Service](#)

[New employee probationary period](#)